

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

### Safe Sobering Site Addiction Crisis Worker

## **PURPOSE OF THE POSITION**

Reporting to the Education Department Executive Director and the Youth Inquest Coordinator. The Addiction Crisis Worker is responsible for working with the Safe Sobering Site team to provide immediate crisis intervention, support, and assistance to students at the Matawa Education and Care Centre (MECC) and the Safe Sobering Site. Additionally, the Addiction Crisis Worker will help develop care plans for students and will provide support to students in their after-care plans.

## **SCOPE**

The MECC Safe Sobering Space will be available for all Matawa students, aged 13-22 years, that need safe and supervised detoxification and stabilization support. MECC will be working under the direction of health care providers and in co-operation and consultation with other Safe Sobering sites that are offered to students in high school.

As a member of the crisis team, you will be responsible for screening, assessing, and processing student admissions as per policy. You will monitor and attend to the physical, emotional, and spiritual needs and conditions of the students. The position will be required to deal with persistent substance abuse situations, addictions, mental health issues and must approach all matters in a professional and non-judgmental manner.

## **RESPONSIBILITIES**

### Main Activities:

- Provide trauma informed care and carry out the functions of crisis intervention including supportive counselling and assistance in the development of a recovery plan.
- Encourage the student in harm reduction, relapse prevention, and other life skills as appropriate.
- Maintain a culturally safe environment for students who require care while detoxifying.
- Formulate and implement discharge plan with students that includes referring them to appropriate treatment programs.
- Maintain a comprehensive understanding of crisis management and the impact of trauma on mental health and addiction issues.
- Continuing communication with the MLCC On-Call Workers to determine the student needs they may be aware of.
- Maintain communication processes with the MECC Mental Health Team in all areas of after-care (return to boarding home/school, communication to Parents, to Boarding Home Parents/School Staff, etc.).
- Attend all training in areas that would be relevant to their position.
- Ensure timely reporting and development of materials required to carry out services.

- Track and record service gaps and successes to better enhance and support the initiative;
- Record information and prepare reports concerning youth's attendance and facility use.
- Perform other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- 5+ years education related work experience.
- Bachelor's degree or college diploma in one of the following areas: Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services, Health Services); or equivalent community work experience.
- Knowledge of First Nation Education and Health issues, Challenges, and Delivery models.
- Experience working with First Nation youth who are intoxicated and in crisis.
- Excellent interpersonal and communication skills.
- Experience with administration including record keeping, budgeting, and reporting.
- Knowledge and understanding of First Nation education.
- Ability to work effectively with staff, parents or guardians, and administration.
- Ability to maintain a high level of confidentiality.

### **Skills**

The incumbent must demonstrate the following skills:

- Experience in crisis intervention and trauma informed care
- Experience working with First Nations students or youth who are intoxicated and in crisis.
- Excellent oral and written communication skills
- Demonstrated interpersonal and leadership skills.
- Experience with administration including record keeping and reporting.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Safe Sobering Site Addictions Crisis Worker. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision.

- Valid Ontario driver's license
- Must be willing to travel as required.
- Must provide a current Criminal Record Check with vulnerable records check and tuberculosis skin test.

## **WORKING CONDITIONS**

### **Physical Demands**

The Addictions Crisis Worker may have to travel throughout the community in all weather. They may have to lift, carry, and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Safe Sobering Site Addictions Crisis Worker may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. The Addictions Crisis Worker may have to manage a number of projects at one time and may be interrupted frequently. The Addictions Crisis Worker may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

### **Mental Demands**

The Addictions Crisis Worker will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies, and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

# CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Executive Director's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.